

OFFICE OF COMMUNITY RENEWAL STATE FUNDED HOUSING PROGRAMS

2023 REQUEST FOR APPLICATIONS

- Access to Home
- Access to Home for Heroes
- Access to Home for Medicaid Members Programs
- Mobile & Manufactured Home Replacement (MMHR) Program
- Residential Emergency Services to Offer (Home) Repairs to the Elderly (RESTORE) Program



**Homes and
Community Renewal**

Housing
Trust Fund
Corporation

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INTRODUCTION

The Housing Trust Fund Corporation (HTFC) invites eligible partners to submit applications for the Access to Home, Access to Home for Heroes and Access to Home for Medicaid Members Programs; Mobile and Manufactured Home Replacement (MMHR) Program; and Residential Emergency Services to Offer Repairs to the Elderly (RESTORE) Program.

These programs, funded by the State of New York, are administered by the Housing Trust Fund Corporation's (HTFC) Office of Community Renewal (OCR), and support a variety of activities across the State to ensure safe, decent, affordable, and accessible housing for low and moderate-income individuals, and individuals with disabilities.

This funding round will provide grants to eligible units of local government and not-for-profit organizations to serve as Local Program Administrators (LPAs).

This Request for Applications (RFA) describes the requirements to apply for program funds and explains the process by which HTFC and OCR will evaluate applications. HTFC may revise this RFA as necessary after issuance.

Applications must be submitted using HCR's Community Development On-Line System (CDOL), which is accessible online at: <https://hcr.ny.gov/community-development-online>. The application includes entry of responses in CDOL exhibits and the submission of uploaded attachments per the 2023 CDOL Application Instructions for each respective program.

AVAILABLE FUNDING

HTFC will make available for State Fiscal Year (SFY) 2024 funds through this RFA. This amount is a guideline for expected awards and HTFC reserves the right to award additional funds, a portion of, or none of the funds, based on funding availability.

Program	Estimated Funding Available
Access to Home Program	\$3,000,000
Access to Home for Heroes Program	\$5,000,000
Access to Home for Medicaid Members Program	\$1,500,000
Mobile & Manufactured Home Replacement Program	\$4,000,000
RESTORE Program	\$7,000,000

I. APPLICATION DEADLINES AND GENERAL REQUIREMENTS

A. Application Deadline

Application Open Date: Friday, July 14, 2023
Application Due Date: Thursday, August 31, 2023

Applications, exhibits and uploaded attachments must be submitted via the CDOL system at: <https://hcr.ny.gov/community-development-online> and certified by the applicant **no later**

than 4:00 PM, EST, Thursday, August 31, 2023.

Applicants may request, based on demonstrated need, to submit a paper application in lieu of using the CDOL system. Requests may be emailed to OCRinfo@hcr.ny.gov or mailed to NYS Homes and Community Renewal, ATTN: Office of Community Renewal, Hampton Plaza, 38-40 State Street, 4th Floor South, Albany, NY 12207.

The above-stated application deadline is firm as to date and hour. In the interest of fairness to all competing applicants, applications received after the specified date and time will be deemed ineligible and will not be considered for funding. Applicants should make early submission to avoid risks of ineligibility resulting from unanticipated delays or other delivery related problems.

B. Applicant Capacity & Prior Experience

Applicants are subject to an evaluation of prior program funding history, prior program administration performance and organizational capacity.

Interested parties are discouraged from applying for program funds if:

- The program activities cannot be completed within the required grant agreement term, **OR**
- the amount of funding requested cannot be expended within the same term. Please note, funds that are not expended at the end of the grant agreement term are subject to de-obligation and/or recapture.

Furthermore, applicants to HTFC must resolve all outstanding monitoring and/or non-compliance issues that involve a violation of Federal, State, or local regulations, and/or program and HTFC requirements prior to the submission of an application for funding. Applicants that do not resolve monitoring and/or non-compliance issues may be deemed ineligible, and the application will not be accepted or reviewed. HTFC reserves the right to not fund any application if it has been determined that the applicant is not in compliance with existing State contracts and has not taken satisfactory steps to remedy such non-compliance.

Applicants should evaluate the progress of open grant portfolios to determine if additional funds are warranted prior to applying for funding. For each open grant, applicants should evaluate the progress of the program(s) in terms of achieving the accomplishments set forth in the OCR-approved application and their HTFC grant agreement(s). Factors such as the rate of expenditure during the term of the HTFC grant agreement, the number of extensions requested and approved, and compliance with all HTFC grant agreement terms may be used to determine satisfactory performance in the review of all applications.

Applicants must demonstrate exemplary capacity to be awarded the maximum program funding. Applicants with significant unspent program funds may not be considered for the maximum award amount.

C. General Requirements

Equal Employment Opportunity/Minority and Women Owned Business

Recipients of awards are subject to Article 15A and 17-B of the New York State Executive Law. These requirements include equal employment opportunities for minority group members and women (“EEO”) and contracting opportunities for certified minority and women-owned business enterprises (“MWBEs”) and Service-Disabled Veteran-Owned Businesses (“SDVOBs”). Recipient’s demonstration of “good faith efforts” pursuant to 5 NYCRR §142.8 shall be a part of these requirements.

Environmental Review

Awards are subject to the requirements of the State Environmental Quality Review Act (SEQR) at 6 NYCRR Part 617. Applicants must obtain Environmental Clearance from the HTFC Environmental Analysis Unit prior to beginning project activities. Required procedures vary by program. Information is available by program, online:

<https://hcr.ny.gov/access-home#forms---documents>

<https://hcr.ny.gov/restore-program#forms---documents>

<https://hcr.ny.gov/mobile-manufactured-home-replacement-program-mmhr#forms---documents>

D. Funding Considerations and Allocation Priorities

- HTFC reserves the right to communicate with an applicant for the purpose of addressing clerical and arithmetical errors in applications.
- HTFC reserves the right not to issue an award or contract to any applicant if it has been determined that the applicant is not in compliance with existing contracts and has not taken satisfactory steps to remedy such non-compliance. Activities that commence prior to contract execution and environmental review will not be eligible for reimbursement.
- HTFC reserves the right to award all, more than identified, a portion of, or none of the available funds based upon funding availability, feasibility of the applications received, the competitiveness of the applications, an applicant's ability to meet HTFC criteria for funding, the applicant's ability to advance the State's housing goals, and HTFC's assessment of cost reasonableness. HTFC reserves the right to award all, a portion of, or none of the application's requested amount, and further reserves the right to review an application requesting funds as an application for funding under other programs for which the proposed activity is eligible, and to change or disallow aspects of the applications received.
- HTFC reserves the right to waive any requirement contained in this RFA or revise the terms of this RFA as needed.
- Award of funds does not confirm eligibility of all activities included in an application proposal, and HTFC reserves the right to change or disallow aspects of the applications received and may make such changes an expressed condition of its commitment to provide funding for proposed activities.

E. Application Reference Materials

This RFA provides a portion of the information and materials needed by applicants. Other materials, available from the HCR website at <https://hcr.ny.gov/office-community-renewal-state-housing-resources-funding-opportunities>, include the following:

- Community Development Online (CDOL) Application Instructions
- Template Administrative Plans
- Notice of Funding Availability (NOFA)

II. APPLICATION PROCESSING STEPS

- **Application Receipt** – Once an application is submitted through CDOL an identification number (SHARS ID) is assigned and the application is made available for review by OCR program staff.
- **Eligibility Review** – Applications are reviewed to confirm that threshold eligibility criteria are met. Applications that do not meet the criteria will not be reviewed further. The specific criteria are outlined in the program-specific sections of this document.
- **Rating and Ranking** – Applications are reviewed and rated on criteria derived from the regulatory and policy considerations of the program. The review criteria are outlined in the program-specific sections of this document.
- **HTFC Board Approval** – OCR program staff presents proposed award recommendations to the HTFC Board for review and approval. HTFC Board approval provides OCR authorization to proceed with awards and enter into grant agreements with the awardees.
- **Award/Non-Award Notification** – Applicants will receive a letter with the final status of an application as follows:
 - Award - Selected for Funding, or
 - Non-Award - Not Selected for Funding

At the completion of this funding round, applicants that do not receive an award may participate in an exit conference presentation for feedback on the funding round and recommendations for future applications.

- **Program Agreement** – Applicants selected for funding may be asked to revise parts of a proposal prior to issuance of a grant agreement. HTFC expects to enter into a grant agreement within 45 business days of the awardee's compliance with submission requirements.

Awardees are required to provide supplemental documentation with the Program Agreement. This documentation includes the following, at a minimum:

- Certificate of General Liability Insurance
- Auto insurance
- Workers' Compensation and Disability Insurance

- Fidelity Bond in the amount of the largest expected disbursement request naming HTFC and New York State as loss payee in accordance with the Program Agreement requirement
- **Implementation Meeting** – Awardees may be required to participate in a program implementation meeting to discuss grant administration and program requirements. Topics generally include, but are not limited to, file maintenance, financial management, statutory requirements, and programmatic compliance.

III. **TECHNICAL ASSISTANCE**

Applicants are encouraged to review the full Request for Applications, CDOL application instructions, and relevant program materials prior to beginning the application process. These materials provide essential information for composing application responses, guidance for completing the application and recommendations for troubleshooting common errors in preparing CDOL applications.

OCR will offer a technical assistance webinar to provide a program overview, a demonstration of the CDOL application system, and answer application questions. Visit NYS Homes & Community Renewal's website for registration instructions.

Please contact OCR program staff at OCRinfo@hcr.ny.gov with questions.

IV. ACCESS TO HOME PROGRAM

A. Program Description

The New York State Access to Home Program provides financial assistance to make residential units accessible for low- and moderate-income persons with disabilities. Assistance with the cost of adapting homes will enable individuals to safely and comfortably continue or return to live in their residences instead of residing in an institutional setting.

B. Eligible Applicants

Eligible applicants for the Access to Home Program are units of local government and organizations incorporated under the New York State Not-For-Profit Corporation Law that have been providing relevant service to the community for at least one year prior to application.

C. Funding Limits

- The minimum request amount is \$75,000. The maximum request amount is \$300,000.
- A maximum of \$25,000 per unit is allowable. This cap is inclusive of both hard costs for accessibility modifications, soft costs, and project delivery fees.
- Applicants may budget up to 7.5 percent of the request amount for eligible administrative costs.
- Applicants may budget up to 10 percent of the program award for eligible project soft costs and project delivery costs.

D. Participant Eligibility

An eligible participant must meet the following criteria:

1. Documented substantial limitation caused by a disability.
2. Household income at or below 80 percent of area median income (120 percent of area median income for veterans who are certified by the U.S Department of Veterans Affairs or the Department of Defense as entitled to receive disability payments for a disability incurred in time of war).
3. The assisted residential unit must be the primary, permanent residence of the eligible participant. The primary residence may be owner-occupied or a rental unit. Applicants proposing to assist rental units must ensure that the property owner is not otherwise obligated by federal, State, or local law to provide such improvements.

E. Eligible Activities

Funding may be used to provide financial assistance to make accessibility modifications to the primary residences of low- and moderate-income individuals living with disabilities. Rehabilitation activities reimbursable by grant funds may only include accessibility modifications designed to address the needs of the person living with a substantial limitation caused by a disability. Examples of modification may include wheelchair ramps and lifts, handrails, doorway widening, and roll-in showers. Review the Access to Home Program Manual for more information related to eligible activities:

<https://hcr.ny.gov/access-home#program-manual>.

F. Grant Agreement Term

The grant agreement term shall not exceed twenty-four (24) months.

G. Other Program Requirements

- Prior to commencement of project activities, a professional evaluation must be conducted to establish and document a qualifying disability and recommend appropriate accessibility modifications.
- Rehabilitation assistance may comprise any combination of Access to Home Program funds with Access to Home for Medicaid Members Program, or Access to Home for Heroes Program funds, but the cumulative award may not exceed \$25,000 per unit.
- Assisted property homeowners must execute a Property Maintenance Declaration and commit to a three-year maintenance term for each property receiving Access to Home assistance. The Declaration must be filed at the County Clerk's office where the property is located to secure the investment of grant funds and to ensure that the local program administrator (awardee) and HTFC are notified in the event of transfer of the property. Rental unit owners are not required to execute a Property Maintenance Declaration.
- Participating LPAs must monitor compliance of assisted properties during the three-year regulatory period.
- Modifications must be completed in compliance with all state and local codes and ordinances, and all applicable health and safety standards must be met.

H. Updates from prior Funding Round

- Owners of rental units are not required to execute a PMD for assisted units. They must sign the LPA/participant agreement which includes the scope of work.
- One application per applicant will be accepted for the Access to Home program.
- Flexibility may be given to LPAs to use an in-house work crew. Procurement and cost reasonableness methodology must be provided to be considered.

I. Access to Home Program Application Review Criteria

Each Access to Home Program application that is determined to be eligible will be reviewed and rated on a 100-point scale, based on the criteria listed below.

The review criteria give preference to applications that demonstrate a need for an accessibility modification program in the proposed service areas and to applicants that demonstrate sufficient organizational capacity and resources to complete the proposed program in a timely, efficient, and effective manner.

Program Activity and Scope (up to 10 points)

Evaluates the degree to which the applicant has demonstrated a clear understanding of Access to Home Program eligible program activities and participants.

Project Development and Compliance (up to 20 points)

Evaluates the degree to which the proposed Access to Home Program is designed for successful outcomes and compliance. This component includes a review of program design elements and compliance monitoring plans.

Service Relationships (up to 10 points)

This review component will consider strong connections and formal relationships with relevant referral and partner agencies.

Contractor Procurement (up to 10 points)

Evaluates the degree to which the applicant has proposed acceptable methods for procurement of contractors.

Need (up to 10 points)

This review component measures the extent of need in the proposed service area and extent persons with disabilities may be diverted from institutional or nursing home care if modifications are provided. The review will consider:

- The number of eligible households in the proposed service area and how the households have been identified;
- The process for selecting the proposed service area and how the applicant regularly serves this area;
- The need for public investment, specifically Access to Home Program funds, to support an accessibility modification program; and
- How the proposed Access to Home Program meets the needs identified.

Staffing and Administrative Capacity (up to 10 points)

Applicants that have successfully completed an Access to Home Program or other similarly sized home repair or accessibility modification program may receive consideration for program experience. Conflict of interest policy as it relates to the Access to Home program will be evaluated.

Budget and Fiscal Responsibility (up to 10 points)

Measures the quality and completeness of the proposed project budget, plans for financing, and status of funding commitments. The review will consider:

- Clarity of project budget including eligible use of funds and substantiated request amount.
- Extent to which the program resources will leverage other relevant funding sources if proposed.
- Proposed use and method for documenting project delivery and administrative expenses.

Service Area Coverage (up to 20 points)

Considers the proposed service area and provides points for applicants proposing to cover areas without existing program resources to promote geographic distribution of funding across New York State.

Program Penalty Deductions (Up to -20 points)

Points may be deducted for applications with substantially incomplete HTFC contracts, significant uncommitted resources, or documented grant administration issues including, but not limited to, multiple amendments to grant agreements, fiscal concerns, or participant complaints. Points may be deducted for applicants in poor standing with other HCR programs or contracts.

V. ACCESS TO HOME FOR HEROES/VETERANS PROGRAM

A. Program Description

The Access to Home for Heroes/Veterans Program provides financial assistance to adapt and retrofit the primary residences of low- and moderate-income veterans with disabilities. Such activities will enable veterans with disabilities to live in their residences safely and comfortably rather than in an institutional setting. Eligible veterans may be renters or homeowners with service-related injuries, age, or health related disabilities.

B. Eligible Applicants

Eligible applicants for the Access to Home for Heroes/Veterans program are units of local government and organizations incorporated under the New York State Not-For-Profit Corporation Law that have been providing relevant service to the community for at least one year prior to application.

C. Funding Limits

- The minimum request amount is \$75,000. The maximum request amount is \$300,000.
- A maximum of \$25,000 per unit is allowable. This cap is inclusive of hard costs for accessibility modifications, soft costs, and project delivery fees.
- Applicants may budget up to 7.5 percent of the request amount for eligible administrative costs.
- Applicants may budget up to 10 percent of the program award for eligible project soft costs and project delivery costs.

D. Participant Eligibility

- An eligible participant must meet the following criteria:
 1. Qualifying Veteran status.
 2. Documented substantial limitation caused by a disability.
 3. Household income not to exceed 120 percent of area median income.
- The assisted residential unit must be the primary, permanent residence of the eligible participant. The primary residence may be owner-occupied or a rental unit. Applicants proposing to assist rental units must ensure that the property owner is not otherwise obligated by federal, State, or local law to provide such improvements.

E. Eligible Activities

Funding may be used to provide financial assistance to adapt and retrofit the primary residences of low- and moderate-income veterans with disabilities. Eligible activities must further the goal of enabling veterans with disabilities to live in their residences safely and comfortably rather than in an institutional setting. Examples of accessibility modifications may include wheelchair ramps and lifts, handrails, doorway widening, and roll-in showers. Review the Access to Home for Heroes Program Manual for more information related to eligible activities: <https://hcr.ny.gov/access-home-heroesveterans#program-manual>.

F. Grant Agreement Term

The grant agreement term shall not exceed twenty-four (24) months.

G. Other Program Requirements

- Prior to commencement of project activities, a professional evaluation must be conducted to establish and document a qualifying disability. In instances where accessibility modifications are requested, such evaluation must describe the substantial limitation caused by the disability and recommend potential structural modifications to improve the activities of daily living within and/or access to such residence in consideration of such disability.
- Rehabilitation assistance may comprise any combination of Access to Home for Heroes Program funds with Access to Home for Medicaid Members Program, or Access to Home Program funds, but the cumulative award may not exceed \$25,000 per unit.
- Assisted property owners must execute a Property Maintenance Declaration and commit to a three-year maintenance term for each property receiving Access to Home for Heroes Program assistance. The Declaration must be filed at the County Clerk's office where the property is located to secure the investment of grant funds and to ensure that the local program administrator (awardee) and HTFC are notified in the event of transfer of the property. Rental unit owners are not required to execute a Property Maintenance Declaration.
- Participating LPAs must monitor compliance of assisted properties during the three-year regulatory period.
- Modifications must be completed in compliance with all state and local codes and ordinances, and all applicable health and safety standards must be met.

H. Updates from prior Funding Round

- Owners of rental units are not required to execute a PMD for assisted units. They must sign the LPA/participant agreement which includes the scope of work.
- One application per applicant will be accepted for the Access to Home for Heroes program.
- Flexibility may be given to LPAs to use an in-house work crew. Procurement and cost reasonableness methodology must be provided to be considered.

I. Access to Home for Heroes Program Application Review Criteria

Each Access to Home for Heroes Program application that is determined to be eligible will be reviewed and rated on a 100-point scale, based on the criteria listed below.

The review criteria give preference to applications that demonstrate a need for an accessibility modification program in the proposed service areas and to applicants that demonstrate sufficient organizational capacity and resources to complete the proposed program in a timely, efficient, and effective manner.

Program Activity and Scope (up to 10 points)

Evaluates the degree to which the applicant has demonstrated a clear understanding of Access to Home for Heroes Program eligible program activities and participants.

Project Development and Compliance (up to 20 points)

Evaluates the degree to which the proposed Access to Home Program is designed for successful outcomes and compliance. This component includes a review of program design elements and compliance monitoring plans.

Service Relationships (up to 10 points)

This review component will consider strong connections and formal relationships with relevant referral and partner agencies.

Contractor Procurement (up to 10 points)

Evaluates the degree to which the applicant has proposed acceptable methods for procurement of contractors.

Need (up to 10 points)

This review component measures the extent of need in the proposed service area and extent Veterans with disabilities may be diverted from institutional or nursing home care if modifications are provided. The review will consider:

- The number of eligible households in the proposed service area and how the households have been identified
- The process for selecting the proposed service area and how the applicant regularly serves this area.
- The need for public investment, specifically Access to Home Program for Heroes funds, to support an accessibility modification program.
- How the proposed Access to Home for Heroes Program meets the needs identified.

Staffing and Administrative Capacity (up to 10 points)

Applicants that have successfully completed an Access to Home Program or other similarly sized home repair or accessibility modification program may receive consideration for program experience. Conflict of interest policy as it relates to the Access to Home for Heroes Program will be evaluated.

Budget and Fiscal Responsibility (up to 10 points)

Measures the quality and completeness of the proposed project budget, plans for financing, and status of funding commitments. The review will consider:

- Clarity of project budget including eligible use of funds and substantiated request amount.
- Extent to which the program resources will leverage other relevant funding sources if proposed.
- Proposed use and method for documenting project delivery and administrative expenses.

Service Area Coverage (up to 20 points)

Considers the proposed service area and provides points for applicants proposing to cover areas without existing program resources to promote geographic distribution of funding across New York State.

Program Penalty Deductions (Up to -20 points)

Points may be deducted for applications from applicants with substantially incomplete

HTFC contracts, significant uncommitted resources or documented grant administration issues including, but not limited to, multiple amendments to grant agreement, fiscal concerns, or participant complaints. Points may be deducted for applicants in poor standing with other HCR programs or contracts.

VI. ACCESS TO HOME FOR MEDICAID MEMBERS PROGRAM

A. Program Description

The Access to Home for Medicaid Members program was developed in partnership with the New York State Department of Health (DOH). This program provides financial assistance to make dwelling units accessible for low- and moderate-income persons receiving Medicaid and living with a disability. Assistance with the cost of adapting homes to meet the needs of those with disabilities will enable individuals to live in their residences safely and comfortably instead of residing or remaining in an institutional setting. The Access to Home for Medicaid Members program has a secondary long-term goal of lowering health care costs.

B. Eligible Applicants

Eligible applicants for the Access to Home for Medicaid Members Program are units of local government and organizations incorporated under the New York State Not-For-Profit Corporation Law, that have substantial experience in adapting or retrofitting homes for persons with disabilities.

C. Funding Limits

- The minimum request amount is \$75,000. The maximum request amount is \$300,000.
- A maximum of \$25,000 per unit is allowable. This cap is inclusive of hard costs for accessibility modifications, soft costs, and project delivery fees.
- Applicants may budget up to 7.5 percent of the request amount for eligible administrative costs.
- Applicants may budget up to 10 percent of the program award for eligible project soft costs and project delivery costs.

D. Participant Eligibility

- An eligible participant must meet the following criteria:
 1. Qualified Medicaid member.
 2. Documented substantial limitation caused by a disability.
 3. Household income at or below 80 percent of area median income (120 percent of area median income for veterans who are certified by the U.S Department of Veterans Affairs or the Department of Defense as entitled to receive disability payments for a disability incurred in time of war).
- The assisted residential unit must be the primary, permanent residence of the eligible participant. Individuals with a disability who are enrolled in Medicaid and currently living in hospital settings who have a medical need for modifications that, if not provided, prevents their safe discharge to home are a program priority. All ages of Medicaid members can be served. The primary residence may be owner-occupied or a rental unit. Applicants proposing to assist rental units must ensure that the property owner is not otherwise obligated by federal, State, or local law to provide such improvements.

E. Eligible Activities

Funding may be used to provide financial assistance to make accessibility modifications,

to the primary residences of low- and moderate-income individuals living with disabilities. Activities reimbursable by grant funds may only include accessibility modifications designed to address the needs of the person living with a disability. Examples of modifications may include wheelchair ramps and lifts, handrails, doorway widening, and roll-in showers. Review the Access to Home for Medicaid Members Program Manual for more information related to eligible activities:
<https://hcr.ny.gov/access-home-medicaid-members#program-manual>.

F. Grant Agreement Term

The grant agreement term shall not exceed twenty-four (24) months.

G. Other Program Requirements

- Prior to commencement of project activities, a professional evaluation must be conducted to establish and document a qualifying disability.
- Rehabilitation assistance may comprise any combination of Access to Home for Medicaid Members Program funds with Access to Home Program, or Access to Home for Heroes Program funds, but the cumulative award may not exceed \$25,000 per unit.
- Assisted property owners must execute a Property Maintenance Declaration and commit to a three-year maintenance term for each property receiving Access to Home for Medicaid Members assistance. The Declaration must be filed at the County Clerk's office where the property is located to secure the investment of grant funds and to ensure that the local program administrator (awardee) and HTFC are notified in the event of transfer of the property. Rental unit owners are not required to execute a Property Maintenance Declaration.
- Participating local program administrators must monitor compliance of assisted properties during the three-year regulatory period.
- Modifications must be completed in compliance with all state and local codes and ordinances, and that all applicable health and safety standards are met.

H. Updates from prior Funding Round

- Owners of rental units are not required to execute a PMD for assisted units. They must still sign the LPA/participant agreement which includes the scope of work.
- One application per applicant will be accepted for the Access to Home for Medicaid Members program.
- Flexibility may be given to LPAs to use an in-house work crew. Procurement and cost reasonableness methodology must be provided to be considered.

I. Access to Home for Medicaid Members Program Application Review Criteria

Each Access to Home for Medicaid Members Program application that is determined to be eligible will be reviewed and rated on a 100-point scale, based on the criteria listed below.

The review criteria give preference to applications that demonstrate a need for an accessibility modification program in the proposed service areas and to applicants that demonstrate sufficient organizational capacity and resources to complete the proposed program in a timely, efficient, and effective manner.

Program Activity and Scope (up to 10 points)

Evaluates the degree to which the applicant has demonstrated a clear understanding of Access to Home for Medicaid Members Program eligible program activities and participants.

Project Development and Compliance (up to 20 points)

Evaluates the degree to which the proposed Access to Home for Medicaid Members program is designed for successful outcomes and compliance. This component includes a review of program design elements and compliance monitoring plans.

Service Relationships (up to 10 points)

This review component will consider strong connections and formal relationships with relevant referral and partner agencies.

Contractor Procurement (up to 10 points)

Evaluates the degree to which the applicant has proposed acceptable methods for procurement of contractors.

Need (up to 10 points)

This review component measures the extent of need in the proposed service area and extent persons with disabilities may be diverted from institutional or nursing home care if modifications are provided. The review will consider:

- The number of eligible households in the proposed service area and how the households have been identified
- The process for selecting the proposed service area and how the applicant regularly serves this area.
- The need for public investment, specifically Access to Home for Medicaid Members program funds, to support an accessibility modification program.
- How the proposed Access to Home for Medicaid Members program meets the needs identified.

Staffing and Administrative Capacity (up to 10 points)

Applicants that have successfully completed an Access to Home for Medicaid Members program or other similarly sized home repair or accessibility modification program may receive consideration for program experience. Conflict of interest policy as it relates to the Access to Home program will be evaluated.

Budget and Fiscal Responsibility (up to 10 points)

Measures the quality and completeness of the proposed project budget, plans for financing, and status of funding commitments. The review will consider:

- Clarity of project budget including eligible use of funds and substantiated request amount.
- Extent to which the program resources will leverage other relevant funding sources if proposed.
- Proposed use and method for documenting project delivery and administrative expenses.

Service Area Coverage (up to 20 points)

Considers the proposed service area and provide points for applicants proposing to

cover areas without existing program resources to promote geographic distribution of funding across New York State.

Program Penalty Deductions (Up to -20 points)

Points may be deducted for applications from applicants with substantially incomplete HTFC contracts, significant uncommitted resources, or documented grant administration issues including, but not limited to, multiple amendments to grant agreement, fiscal concerns, or participant complaints. Points may be deducted for applicants in poor standing with other HCR programs or contracts.

VII. MOBILE AND MANUFACTURED HOME REPLACEMENT PROGRAM

A. Program Description

The New York State funded Mobile and Manufactured Home Replacement (MMHR) Program was developed to assist low- and moderate-income homeowners to replace dilapidated mobile or manufactured homes that are sited on land owned by the homeowner with a new manufactured, modular, or site-built home.

B. Eligible Applicants

Eligible applicants for the MMHR Program are qualified units of local government and not-for-profit corporations with substantial experience in affordable housing.

C. Funding Limits

- The minimum request amount is \$200,000. The maximum request amount is \$500,000.
- A maximum of \$100,000 per property is allowable. This cap is inclusive of both hard and soft costs for the replacement of a mobile or manufactured home.
- Applicants may budget up to 7.5 percent of the request amount for eligible administrative costs.
- Applicants may budget up to 10 percent of the request amount for project soft costs.

D. Participant Eligibility

An eligible participant must meet the following criteria:

1. Mobile or manufactured unit is the primary residence of the homeowner, the existing unit is determined dilapidated, and sited on land owned by the homeowner.
2. Household income not to exceed eighty percent (80%) of the area median income.

E. Eligible Activities

Costs related to the replacement of dilapidated mobile or manufactured home will be eligible for grant reimbursement. These costs include, but are not limited to:

- Demolition, removal, disposal of the dilapidated units;
- Purchase and site prep for new unit;
- Temporary relocation assistance; and
- Permitting, environmental review and testing.

F. Grant Agreement Term

The grant agreement term shall not exceed thirty-six (36) months.

G. Other Program Requirements

- Replacement units (manufactured, modular or site built) shall be Energy Star rated for energy efficiency.

- The new replacement unit, if a manufactured home, must be installed according to the Manufactured Home Construction and Safety Standards at 24 CFR Part 3280.
- Construction must be completed in compliance with all state and local codes and ordinances, and that all applicable health and safety standards must be met.
- The existing substandard unit to be demolished must be disposed of in a disposal/recycling facility that is certified by the NYS Department of Conservation (DEC) to receive, process, recycle and dispose of mobile/manufactured home components.
- Assistance to property owners shall be granted in the form of deferred payment loans. A ten-year declining balance lien in the form of a note and mortgage must be signed and filed at the County Clerk's office where the property is located.
- The LPA must work with any household with accessibility needs to address those needs as part of the scope of work. Accommodations and modifications to address accessibility needs are an eligible cost with MMHR Program funds.

H. Updates from prior Funding Round

- One application per applicant will be accepted for the MMHR program.

I. MMHR Program Application Review Criteria

Each MMHR Program application that is determined to be eligible will be reviewed and rated on a 100-point scale, based on the criteria listed below.

The review criteria give preference to applications that demonstrate a need for mobile and manufactured home replacement program in the proposed service areas and to applicants that demonstrate sufficient organizational capacity and resources to complete the proposed program in a timely, efficient, and effective manner.

Timeliness (Up to 10 points)

This review will consider systems in place for timely startup of the program.

Relocation (Up to 5 points)

Proposals that discuss clear, feasible planning for temporary relocation and storage will receive the most points.

Procurement (Up to 10 points)

Evaluates the degree to which the applicant has proposed acceptable methods for procurement of contractors.

Financing Plan (Up to 5 points)

Measures the quality and completeness of the proposed financial management process.

Need (Up to 10 points)

This review component measures the extent of the need in the proposed service area. The review will consider:

- The number of eligible households in the proposed service area and how the households have been identified
- The process for selecting the proposed service area and how the applicant regularly serves this area.

- The need for public investment, specifically MMHR Program funds, to support a mobile and manufactured home replacement program and how the proposed MMHR Program meets the needs identified.

Administrative Capacity (Up to 10 points)

Evaluates the staff capacity for contract administration.

Program Experience (Up to 10 points)

Evaluates the organizational capacity and previous experience.

Program Design and Organizational Capacity (Up to 10 points)

Evaluates the degree to which the proposed MMHR Program is designed for successful outcomes and compliance. This component includes a review of program design elements and compliance monitoring plans.

Budget (Up to 10 points)

Measures the quality and completeness of the proposed project budget, plans for financing and status of funding commitments, specifically:

- Clarity of project budget including eligible use of funds and substantiated request amount.
- Status of funding commitments for other project costs and construction financing.
- Extent to which the program resources will leverage additional sources.
- Plan for use of funds for soft costs and administrative expenses.

Service Area Coverage (Up to 20 points)

Considers the proposed service area and provide points for applicants proposing to cover areas without existing program resources to promote geographic distribution of funding across New York State.

Program Penalty Deductions (Up to -20 points)

Points may be deducted for applications from applicants with substantially incomplete OCR contracts, significant uncommitted resources or documented grant administration issues including, but not limited to, multiple amendments to grant agreement, fiscal concerns, or participant complaints.

VIII. RESTORE PROGRAM

A. Program Description

The Residential Emergency Services to Offer (Home) Repairs to the Elderly (RESTORE) program provides financial resources to assist senior citizen homeowners aged sixty and over with the cost of addressing emergencies and code violations that pose a threat to their health and safety or affect the livability of their home. Assistance for the cost of these critical repairs will enable seniors to continue to live independently in their homes.

B. Eligible Applicants

Eligible applicants for the RESTORE programs are units of local government and not-for-profit corporations that have been providing relevant service to the community for at least one year prior to application.

C. Funding Limits

- The minimum request amount is \$75,000. The maximum request amount is \$500,000.
- The maximum award amount authorized by New York State statute is \$20,000 per building. This cap is inclusive of hard costs for accessibility modifications, soft costs, and Project Delivery fees.
- Applicants may budget up to 10 percent of the request amount for eligible administrative costs.
- Applicants may budget up to 10 percent of the program award project costs for eligible project soft costs and project delivery costs.

D. Participant Eligibility

- An eligible participant must meet the following criteria:
 1. Owns and occupies the residential unit receiving assistance as a primary residence.
 2. Must be sixty years of age or older.
 3. Household income not to exceed one hundred percent (100%) of the area median income.

E. Eligible Activities

Grant funds may be used to assist homeowners with the completion emergency repairs or addressing code violations. An eligible emergency repair eliminates a hazardous condition or deficiency that poses an immediate threat to the life, health or safety or the elderly homeowner. Review the RESTORE Program Manual for more information related to eligible activities: <https://hcr.ny.gov/restore-program#program-manual>.

F. Grant Agreement Term

The grant agreement term shall not exceed twenty-four (24) months.

G. Other Program Requirements

Emergency repairs must be completed and documented within the statutorily required timeframe(s) not to exceed sixty (60) business days from the start of the repairs.

- Repairs must be completed in compliance with all state and local codes and ordinances and all applicable health and safety standards must be met.
- Assisted property owners must execute a Property Maintenance Declaration and commit to a three-year maintenance term for each property receiving RESTORE Program assistance. The Declaration must be filed with the County within which the unit is located to secure the investment of RESTORE Program funds and to ensure that the local program administrator (awardee) and HTFC are notified in the event of transfer of the property.
- Participating local program administrators must monitor compliance of assisted properties during the three-year regulatory period.

H. Updates from prior Funding Round

- The maximum award amount per building increased from \$10,000 to \$20,000.
- Administrative costs allowed has been increased from 7.5% to 10% of the total award.
- One application per applicant will be allowed for the RESTORE program.
- Flexibility may be given to LPAs to use an in-house work crew. Procurement and cost reasonableness methodology must be provided to be considered.

I. RESTORE Program Application Review Criteria

Each RESTORE Program application that is determined to be eligible will be reviewed and rated on a 100-point scale, based on the criteria listed below.

The review criteria give preference to applications that demonstrate a need for an emergency repair program in the proposed service areas and to applicants that demonstrate sufficient organizational capacity and resources to complete the proposed program in a timely, efficient, and effective manner. Applicants must demonstrate exemplary capacity for the maximum award amount of \$500,000. Applicants with significant unspent RESTORE funds will not be considered for the maximum award amount.

Program Activity and Scope (up to 10 points)

Evaluates the degree to which the applicant has demonstrated a clear understanding of RESTORE Program eligible program activities and participants.

Project Development and Compliance (up to 20 points)

Evaluates the degree to which the proposed RESTORE Program is designed for successful outcomes and compliance. This component includes a review of program design elements and compliance monitoring plans.

Service Relationships (up to 10 points)

This review component will consider strong connections and formal relationships with relevant referral and partner agencies.

Contractor Procurement (up to 10 points)

Evaluates the degree to which the applicant has proposed acceptable methods for procurement of contractors.

Need (up to 10 points)

This review component measures the extent of need in the proposed service area. The review will consider:

- The number of eligible households in the proposed service area and how the households have been identified
- The process for selecting the proposed service area and how the applicant regularly serves this area.
- The need for public investment, specifically RESTORE Program funds, to support an accessibility modification program and how the proposed Program meets the needs identified.

Staffing and Administrative Capacity (up to 10 points)

Applicants that have successfully completed an RESTORE Program or other similarly sized home repair may receive consideration for program experience. Conflict of interest policy as it relates to the RESTORE program will be evaluated.

Budget and Fiscal Responsibility (up to 10 points)

Measures the quality and completeness of the proposed project budget, plans for financing, and status of funding commitments. The review will consider:

- Clarity of project budget including eligible use of funds and substantiated request amount.
- Extent to which the program resources will leverage other relevant funding sources if proposed.
- Proposed use and method for documenting project delivery and administrative expenses.

Service Area Coverage (up to 20 points)

Considers the proposed service area and provides points for applicants proposing to cover areas without existing program resources to promote geographic distribution of funding across New York State.

Program Penalty Deductions (Up to -20 points)

Points may be deducted for applications from applicants with substantially incomplete HCR contracts, significant uncommitted resources, or documented grant administration issues including, but not limited to, multiple amendments to grant agreement, fiscal concerns, or participant complaints. Points may be deducted for applicants in poor standing with other HCR programs or contracts.